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**TO: Economic Support Supervisors
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**FROM: Amy Mendel-Clemens
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BWP/BIMA OPERATIONS MEMO

No.: 02-70
File: 1250.15
Date: 12/16/2002

Non W-2 [X] W-2 [X] CC [X]

PRIORITY: High

**SUBJECT: Automated Data Exchange (DX) Update of SSI data on AFUI, AFDU, and
AFUQ – Phase II**

CROSS REFERENCE: MA Handbook, Operations Memos 98-51 and 01-80;
FS Handbook Appendix 12.2.33.3

EFFECTIVE DATE: January 03, 2003

PURPOSE

The purpose of this Operations Memo is to describe the changes that will be made in the CARES system in Phase II of the Automated DX Update of SSI income. The State Data Exchange Supplemental Security Income (SDX/SSI) match process will generate automatic CARES system updates to the unearned income question screen (AFUQ), unearned income screen (AFUI), and the unearned income detail screen (AFDU). Included with these changes will be some enhancements to the SSI data exchange information screen (DXSX). These changes complete the process that began in Phase I, the "Update of SSI Letter and Payment Field Entries on ANBR and 1619b information on ANBC". Screen DXSX was also partially updated in Phase I. This automated SSI income update – Phase II, will eliminate all DXSX discrepancy reports currently requiring action by eligibility workers. Phase II will also eliminate most FS benefit errors resulting from incorrect budgeting of SSI income.

In preparation for the SSI auto-update, screens AFUI and AFDU were enhanced to include fields for SSI-E expenses and verification. Eligibility workers must enter the verified SSI-E expenses on screen AFDU prior to adverse action in January 2003 to ensure correct budgeting of SSI-E income following the auto-update production date of January 03, 2003. Reports were sent on 11/16/02 to local agencies identifying all SSI-E recipients included in FS cases.

BACKGROUND

Beginning on December 15, 2001, CARES began a weekly update of ANBR and ANBC with the appropriate SSI Letter and SSI Payment switches and the 1619b switch and effective dates. This was in preparation for an automatic update of federal SSI, state SSI, and SSI-E payment information on CARES screens AFUI and AFDU.

PROCEDURE

In Phase II of this project, federal SSI payment information from SSA, and State SSI and SSI-E payment information from EDS, will automatically populate fields on AFUQ, AFUI and AFDU on a **weekly** basis each Saturday if the data is new or contains changed information for an individual. The three possible types of SSI benefits are Federal SSI, State SSI, and SSI-E. The amounts for these three types of unearned income will appear on AFUI with income types SI, SISS, and SISE respectively. These type codes can be found on reference table TVIN.

There will be a one-time update for all cases when this change goes into production January 03, 2003. Thereafter, cases will be updated on a weekly basis if there has been a change in SSI eligibility or in any of the SSI benefit amounts or recoupment amounts, and all SSI amounts will be updated accordingly. **This initial update will generate an abundance of related alerts that will be displayed on Monday, January 06, 2003.**

UPDATES TO SCREENS AFUQ, AFUI, AND AFDU

On screen **AFUQ**, the Supplemental Security Income question will be populated with a "Y" if an individual is eligible for SSI. This value will never be changed to "N" by the system, since the final SSI payment information will appear with an end date on AFUI.

On screen **AFUI**, updates will be made to the following fields:

Begin MMY: The Begin MMY date will be set to the date corresponding to an SSI payment change. When SSI ends, the Begin MMY will be updated with the month SSI ends and the dollar amount will be changed to zero.

End MMY: This field will be populated when SSI ends. The date will be the same as the Begin MMY.

Income Type: This will be set to SI for federal SSI, SISS for state SSI, or SISE for SSI-E

VR: The verification code will be populated with "DX" when the system makes updates. An eligibility worker can update this field only if the income type and/or amount is also changed. A worker will not be able to enter the "DX" verification code.

Income Begin Date: The SSI begin date will be entered in this field.

Income End Date: This will be set to the last day of the last payment month.

Income Discontinued: This field will be set to "N" if a person is eligible for SSI and "Y" if SSI is ended.

Frequency: This field will be set to "M" (monthly).

Number of Pays: This field will be set to "1".

NEW FIELD "Income Available": This field will default to "Y", however an eligibility worker can override the field to "N" if the income is not available to, or on behalf of, the recipient. If unearned income is considered to be unavailable, it is crucial to document the reason. Comment lines on AFUDU may be used for this purpose. Therefore, when leaving the AFUI screen a message will appear if the "Income Available" field has been coded as "N" reminding workers to document the reason.

NOTE ➤ State SSI, SSI-E, and CTS payments are issued in one check, therefore, if one of these income types is unavailable, all are unavailable. If an eligibility worker indicates that State SSI (SISS) or SSI-E (SISE) income is unavailable, CARES will not use the State SSI, SSI-E, or CTS payment amounts in the eligibility or benefit allotment determinations.

- **Monthly Amount:** This field displays the income amounts entered on AFUDU.
- **NEW FIELD "SSI-E Expenses":** This field will be populated with the amount entered by the eligibility worker on AFUDU.
- **FFU CS Disregard Amount, Current Disregard Amount, and SSA COLA/DAC Disregard Amount:** These values will be taken from AFUDU.

AFUI		UNEARNED INCOME		12/04/02 07:19	
CASE: 0700289402		WORKER: XCT546		XCT546 M WELCH	
LAST UPDATED:		CASE STATUS: OPEN		CASE MODE: ONGOING	
UNEARN INCOME TYPES :					
NUM: ____ NAME:		SSN:			
DC: ____	BEGIN MMY: ____	END MMY: ____			
SEQ					
NUM: ____	INCOME TYPE: ____			VR: ____	
INCOME BEGIN DATE: ____		INCOME END DATE: ____			
INCOME DISCONTINUED: ____		DATE LOSS OF INCOME REPORTED: ____			
FREQUENCY PERIOD: ____					
NUMBER OF PAYS: ____		SSIE EXPENSES: .00			
INCOME AVAILABLE: Y		FFU CS DISREGARD AMT:		.00	
MONTHLY AMOUNT: .00		CURRENT DISREGARD AMT:		.00	
		SSA COLA/DAC DISREGARD AMT:		.00	
-----INDIVIDUALS-----					
01 TINA S (PP)		02 TRAVI S (NEP)			
PF18-ACCC PF20-AFUDU					
NEXT TRAN: ____		PARMS: 0700289402			

On screen **AFDU**, the CARES system will be automatically update the Payment Date, Verification Code, and Gross Income Amounts (for Federal SSI, State SSI and SSI-E). When an individual is receiving all three types of SSI, three records or separate CARES screens, will be created (one each for SI, SISS, and SISE).

New fields have been added to AFDU for SSI-E expenses and verification. The SSI-E expense only affects the FS eligibility determination. SSI-E expenses must be totaled and entered by the worker with an appropriate verification code. If verification of SSI-E expenses is pending, a “?” can be entered in the verification field to generate a request for verification. SSI-E expenses that are pending or verified will be subtracted from the SSI-E amount on AFDU and used in the pending or passing FS eligibility determination. If the SSI-E expenses are not verified, and an “NV” is entered in the SSI-E expenses verification field, the expenses will not be allowed in the FS budget, however, FS will not be denied for failure to verify the expenses.

AFDU		DETAILED UNEARNED INCOME		12/04/02 07:22	
CASE: 0700289402		WORKER: XCT546		XCT546 M WELCH	
LAST UPDATED: 12 04 02		CASE STATUS: OPEN		CASE MODE: ONGOING	
NUM: 01 NAME: TINA		SOLDIER		SSN: 690 20 3076	
BEGIN MMY: 1202 END MMY:					
SEQ NUM: INCOME TYPE:					
PAY FREQUENCY: FFU CS DISREGARD AMOUNT: _____					
NUMBER OF PAYDAYS: 0 CURRENT DISREGARD AMOUNT: _____					
SSA COLA/DAC DISREGARD AMOUNT: _____					
SSIE EXPENSES: _____ VR: _____					
PAYMENT	DATE	GROSS INCOME AMOUNT		VR	
— — —		_____		—	
— — —		_____		—	
— — —		_____		—	
— — —		_____		—	
— — —		_____		—	
— — —		_____		—	
COMMENT : _____					

PRESS ENTER TO RETURN TO UNEARNED INCOME SCREEN					

WORKER ENTRY

When SSI recipients who are unknown to or previously deleted from CARES are added to the system, eligibility workers will be required to enter their current SSI income. If the individual reports SSI income, the eligibility worker may query DXSX with the SSN to verify the SSI income types and amounts. The SOLQ and WSSI queries will also be available to verify SSI income.

CARES will also continue to send a WTPY query for all individuals new to CARES. If an individual fails to report SSI income, the WTPY query will identify the income source and the eligibility worker will receive alert 242 “SSI VERIFIED/SEE DXSX”. The eligibility worker must then enter the appropriate information for the individual on screens ANBR, ANBC, AFUI, and AFDU.

Unearned income codes SI (Federal SSI), SISS (State SSI) and SISE (SSI-E) must be used, however, workers will be required to use verification codes other than “DX”. The “DX” verification code will only be entered by the CARES system when an automated update has been made. Verification code “DE” is available for eligibility workers to use if information is verified through a data exchange, but is not automatically system updated.

Existing SSI income on AFUI must be entered with an SSI income type code (all SSI income type codes begin with "SI"). If any SSI income is entered under another code, such as "OTFS" or "SS", it may be counted twice during eligibility determinations once the automated updates are implemented.

If it is necessary for an eligibility worker to change SSI information on AFUI or AFDU, the worker must update the existing sequence of SSI, rather than creating a new sequence. This will enable the CARES system to process each of the open sequences when automatically updating the individual's record in the future.

DXSX ENHANCEMENTS

Screen DXSX displays Federal and State SSI benefit information. Information regarding match dates has been deleted from the screen. In addition, the Federal SSI information will now appear on the left hand side. State SSI and SSI-E information will appear on the right hand side. Since the SSA and EDS files contain information that is not displayed on DXSX, there will be occasions where an information change (such as a payee change) will occur causing the "CHANGE EFF DT" field to be updated with no apparent change on DXSX.

DXSX	SSA STATE DATA EXCHANGE (SDX)	PART-I	12/11/02 09:50
	NON WTPY		XCT545 M WELCH
PIN: 2100596268	SSN: 935-71-8201	CASE: 3700289430	WORKER: XCT546
CLIENT NAME: ROBERT GIBSON			
PAYEE NAME: ROBERT GIBSON		DOB: 06 30 1972	SEX: M
PAYEE TYPE: DI	CITIZEN/ALIEN CODE: Q	DOD:	
ADDR: SCENARIO 12300	1112 ADAMS ALLEY	APT 112	
MADISON WI	54701		
	CHANGE EFF DT: 01 01 2003		
FED MATCH DT: 12 04 2002	STATE MATCH DT: 12 05 2002		
FED PMT STATUS: C01 011996	STATE PMT STATUS: C01		
FED SSI: 325.00	STATE SSI: 130.00		
-FED RCPM: 75.00	SSI-E: .00		
TOTAL FED RCVD: 250.00	SISS/SISE/CTS RCPM: .00		
FED OVR/UND PMT IND: O	STATE OVR/UND PMT IND: U	STATE GRF:	
DENIAL DET: D02 10 10 2001	DISABL DET: F 05 24 1994		
APPEAL DET: H 04 22 1996	APPEAL DCSN DET: FC 04 22 1996		
MA ELIG CD: RENAL PATIENT:	ELIG BEG DT: 09 20 1994		
SSI TRAN CD: 08	SSI APPL DT: 09 30 1994	FS APPL DT: 051996	
PRIOR/INIT PAY AMT: 12.00	PRIOR/INIT PAY DT: 12 01 2001	DIR DEP CD: C	
PF13-DXUS	PF14-DXRU	PF15-DXSA	PF16-DXRL
PF17-ANSP	PF18-PART II	PF19-DXSN	
NEXT TRAN: _____	PARMS: 2100596268		MORE...

SUSPENDED CASES AND GOLDBERG V. KELLY CASES

"Goldberg v. Kelly" cases are SSI cases where a client continues to receive an SSI payment but is not eligible for SSI. For these cases, a payment amount will appear on AFUI, and the SSI PMT and SSI LTR fields on ANBR will remain Y. Workers can determine if a case is Goldberg/Kelly by checking the MA Elig Code on DXSX, which would be a 'G' for these individuals.

For suspended cases (when a client is still eligible for SSI but does not receive a payment) a \$0 payment amount will appear on AFUI and the SSI PMT and SSI LTR fields on ANBR will remain Y. The Payment Status code on DXSX for suspended cases will begin with 'S'.

BUDGET SCREENS

Net SSI income after recoupment is used to determine program eligibility and benefit amounts. Net federal SSI (SI) will be budgeted from screens AFUI/AFDU. The total State SSI (SISS), SSI-E (SISE) and CTS recoupment amount will appear on screen DXSX. Net unearned income amounts will be determined following a state recoupment deduction that will appear on screens EWGT, EWII, ECGT, ECII, and EFGT.

EFGT	FOOD STAMP GROSS INCOME TEST		12/11/02 09:51
CASE: 3700289430	CAT: FS	SEQ: 01	WORKER: XCT546
			XCT545 M WELCH
DETERMINATION DATE: 12 05 02	AG STATUS: OPEN		ELIGIBILITY STATUS: PASS
PAYMENT BEGIN DATE: 01 01 03	PAYMENT END DATE:		FS CAT. ELIGIBLE: Y
TEST FOR PROSPECTIVE MONTH: 1			
SELF-EMPLOYMENT-EARNINGS: .00			
EXCESS SELF EMP EXPENSE:- .00			
EMPLOYMENT EARNED INCOME:+ .00			
GROSS EMPLOYMENT EARNINGS:= .00			
UNEARNED INCOME:+ 946.00			
NET FINANCIAL AID INCOME:+ .00			
FARM LOSS:- .00			
COUNTABLE GROSS INCOME:= 946.00			
DEEMED INCOME: .00			
AFDC GRANT:+ .00			
W2 PAYMENT AMOUNT:+ 336.00			
CTS BENEFIT AMOUNT:+ .00			
OTHER UNEARNED INCOME:+ 700.00			
SISS/SISE/CTS RECOUPMENT:- 90.00			
UNEARNED INCOME:= 946.00			
AG SIZE: 06			
GROSS INCOME LIMIT: 2629.00			
THE AG HAS PASSED THE FOOD STAMP GROSS INCOME TEST			
NEXT TRAN: _____ PARS: 3700289430/FS/01_____ MORE...			

ALERTS AND TRIGGERS

Alerts and ED/BC triggers will be generated by CARES when individuals are newly eligible for SSI, when SSI eligibility ends, or when an SSI payment amount changes. When triggered, CARES will re-determine and confirm benefits for an AG that is already open or that closed within the last 30 days. The triggers will be batch processed during adverse action. If adverse action has passed for a month, the triggers will be processed during the next adverse action. If an eligibility worker runs SFED/SFEX and confirms all assistance groups following the update, the trigger and alert will be deleted. This will reduce the number of cases that must run through ED/BC eligibility determinations at adverse action.

Triggers and alerts will not be generated for changes that are less than one whole dollar.

The alert created for Phase I, “**New SSI data on ANBR/ANBC/DXSX**”, will no longer be sent. Also, SSI match discrepancies will no longer be created when the system makes the income updates directly to AFUI.

Updates to ANBR and ANBC will continue to be made and workers should note that there may be future dates (1-2 months) on these screens for some cases.

For FS recipients under age 60, it is important to update screen ANDI for an individual whose SSI is beginning or ending. Food Units that include a disabled individual have an asset limit of \$3000, are not required to pass the FS gross income test, and do not have a cap on the shelter expense included in the FS budget. Also, SSI recipients are categorically eligible for FS, so their assets are not included in the FS asset test.

When SSI eligibility begins for an individual, alert 058 **“New SSI elig – update ANDI”** will be generated. When SSI eligibility ends for an individual, alert 255 **“SSI ending – update ANDI”** will be generated. Both of these alerts will be generated based on the auto-population of the SSI PMT and SSI LTR fields on screen ANBR, or the auto-population of the SSI 1619(b) field on screen ANBC.

In situations where SSI eligibility is not changed, but the SSI payment and/or recoupment amounts are auto-updated, alert 319 **“FYI – SSI amt/recoup updated”** will be sent. These cases will be triggered to automatically run ED/BC at adverse action unless the eligibility worker runs SFED or SFEX and confirms the case earlier.

Alert 267 **“New SSI Applic Info – See DXSX”** will continue to be generated for W2 workers indicating the individual is in pending application status for SSI and is receiving a W2 payment.

ALERTS SUMMARY

These alerts will be sent to both the primary worker and the FEP:

- 058 – New SSI elig – update ANDI
- 255 – SSI ending – update ANDI
- 319 – FYI – SSI amt/recoup updated
- 242 - SSI VERIFIED/SEE DXSX

This alert will be sent to the FEP only.

- 267 – New SSI Applic Info – See DXSX

EXCEPTION REPORTS

CARES is not programmed to trigger all cases to automatically run ED/BC at adverse action. Some cases will continue to appear on EOS report C307 - the adverse action exception report. The ‘319’ alert will also not be deleted automatically for these cases. If the eligibility worker does not run SFED/SFEX and confirm eligibility for these cases prior to adverse action, eligibility for the recurring month will need to be determined by running SFED/SFEX with dates and supplementing or creating overpayment claims as appropriate based on the correct eligibility determination for the month. The eligibility worker must also check AGOR to ensure that the correct FS certification period has been set for these cases.

These types of cases include:

1. Cases with overrides
2. Cases where a person add or deletion has occurred and the new AG has not been confirmed
3. FS cases that have been closed less than 30 days (to prevent FS “pop-opens”)

Cases with individuals that have multiple PINs will appear on a State report titled “Primary SSNs that have Multiple PINs”. The PIN numbers for these cases will be corrected by a State worker.

SUMMARY

- CARES will automatically update Screens AFUI and AFDU with current SSI income information in most cases.
- If an automated update occurs, CARES will automatically run ED/BC at adverse action each month and confirm program eligibility using the updated income information.
- Alert 319 will be sent for these cases, however worker action will usually not be necessary. This alert is an FYI to give workers the opportunity to review updated SSI information, run SFED/SFEX and confirm if they choose, or if the case will be written to the exception report.
- Full files for federal and State SSI recipients will be processed on January 03. Therefore, following the SSI Auto-update production date on January 03, workers can expect to see many alerts for their cases that include SSI recipients. This will be an issue only in January.

REMINDER:

Any individual who is eligible for or receiving SSI payments (including children) meets the disability criteria for FS. Check screen ANDI for these individuals to ensure that the disability questions and "incapable of employment" question (to exempt from FSET) have been coded correctly.

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